

# Resource

# Setting a Signature in Office 365

When using email provided through Office 365, you may wish to set a signature line. A signature automatically appears at the end of every message you send, and may include your name, contact information, or a disclaimer, which is the example given here. The instructions use Outlook 2013 and will vary if you use a different mail client. Images have been edited for privacy.

#### Setting a Signature in Outlook

1. In Outlook, select File, then Options.

${ \ }$
Info
Open & Export
Save As
Save Attachments
Print
Office Account
Options
Exit





2. In the options screen, select Mail, then press the Signatures button.

utlook Options		8
General Mail	Change the settings for messages you create and receive.	
Calendar	Compose messages	
People	Change the editing settings for messages.	Editor Options
Tasks	Compose messages in this format: HTML	
Search	ABC	
Language	Always check spelling before sending	Spelling and Autocorrect
Advanced	Ignore original message text in reply or forward	
Customize Ribbon Ouick Access Toolbar	Create or modify signatures for messages.	Sig <u>n</u> atures

3. Next, create a new signature and enter the content you desire in the text field. Be sure the name of the signature is included in "New Messages" and "Replies/Forwards" to include it in all mail. You can also create multiple signatures and set different ones for the two types of mail. Press OK when finished.

-mail Signature	Personal Stationery		
elect signature to	edit	Choose default sign	ature
Disclaimer		E-mail account:	Number of the State
image text		New messages:	Disclaimer
		Replies/forwards:	Disting
		*	Disclaimer
Delete	New Save Renar	me	
di <u>t</u> signature			
Calibri (Body)	▼ 11 ▼ B I U Autom	natic 💌 🖃 = =	E Duning Court
The informat including hea for the use of that any revie you are not t and des	ion contained in this transmission m Ithcare patient information protector f the person(s) named above. If you ew, dissemination, distribution, or d he intended recipient, please conta troy all copies of the original messag	hay contain privileged are ed by federal and state u are not the intended r luplication of this comm for the sender by reply of ge.	and confidential information, privacy laws. It is intended only recipient, you are hereby notified unication is strictly prohibited. If email or by telephone at



## Setting a Signature in Webmail (OWA)

1. First, log into webmail at <u>https://outlook.office365.com</u>. Once logged in, click on the gear icon in the upper right, then select Options.

e	Sites 📿 🔁									
	Office 365 settings									
	Refresh									
	Automatic replies									
	Display settings									
	Manage apps									
	Offline settings									
	Change theme									
	Options									
	Feedback									

2. Under Options, select Settings. The Mail settings, with Email Signature on top, will appear. As before, fill in the content you wish in your signature. Be sure to mark the box to automatically include the signature on sent messages. Save the settings when finished.

€

account	email signat	ure																		
organize email	Calibri	12	В	I	<u>U</u> abo		Ŧ	Ξ	Ξ	\$ 3	Eł-	疌	aby ,	A	P.	AT A	80	\$2	X <sup>2</sup>	X.2
groups	The information of	contained in th	is transr	n issio	n may	cont	ain p	rivile	eged a	and co	onfid	entia	l info	orma	ation	i, inc	ludir	ng he	althc	are
	patient informati	on protected b	y federa	al and	state	oriva	cy lav	vs. It	is int	tende	d onl	ly for	the	use	of th	e pe	rson	(s) na	amed	1
site mailboxes	above. If you are	not the intend	ed recip	ient,	you ar	e her	eby r	notifi	ed th	at an	y revi	iew,	disse	min	ation	n, dis	stribu	ution	, or	
site mailboxes settings	above. If you are duplication of thi reply email or by	not the intend s communicati telephone at	ed recip on is str	ient, ictly p	you ar rohibi and de	e her ted. I estroy	eby r f you y all o	notifi are copie	ed th not t s of t	he int	y revi ende igina	iew, ed ree I mes	disse cipier sage	min nt, p e.	leas	n, dis e con	ntact	ution the	, or send	er by
site mailboxes settings phone	above. If you are duplication of thi reply email or by	not the intend s communicati telephone at	ed recip on is str	ient, ictly p	you ar rohibi and do	e her ted. I estroy	eby r f you y all o	notifi are copie	ed th not t s of t	he int	y revi ende igina	iew, ed ree I mes	disse cipier sage	min nt, p e.	ation	n, dis e co	ntact	the	, or send	er by



## Setting a Signature on Mobile Devices

Setting a signature on mobile devices, such as a phone or tablet, will vary widely based on the type of device and the specific app being used for mail. In general, you will need to access the settings for your email app or email account, and look for the option for signature settings. You may wish to include in your mobile device signature a mention that the message was sent from a mobile device, as recipients are generally more forgiving of short responses and typos inherent from messages typed on a mobile device. If you have any questions or require assistance, submit a ticket with SmartPath via client portal, email, or calling 270-205-4709.

